

## Feedback Protocol

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- Goals:** 1) Offer support and insight to each other  
2) Reinforce an Evidence approach to reviewing entries

**Structure:** Small group of 3-5 candidates

**Roles**

**Presenter** person presenting their work

**Facilitator** leads discussion, calls on group members

**Group** everyone

**Timer** manages time; keeps group on track!

Time	Role	Task
2 min.	Presenter	Gives a brief oral overview
5 min.	Group	Reads the accomplishment
3-5 min.	Facilitator	Calls on each group member to give "warm" feedback. (Cite strengths from the Level 4 Rubric)
3-5 min.	Facilitator	Calls on group members to give "cool" feedback. (Questions, gaps, pitfalls, etc.)
2-3 min.	Presenter	Responds to suggestions. Share insights

The *Feedback Protocol* takes approximately 25 min. to complete.

**Switch roles and repeat so each person has an opportunity in each role.**

\* Avoid saying "good job" type remarks. Instead, give a reason why something was clear, descriptive, strong, compelling, impressive, insightful, etc.

Use this protocol in conjunction with the chart *How Will My Response Be Scored?*  
( Refer to pages 12-13 of handout section for Entry 4)